



Cost User Procedures List

I. FOR ALL CENTERS

ACCOUNTS PAYABLE: Invoice Processing in FI

- Enter and Park FI Invoice
- Adjust Invoice Amount
- Reject FI Invoice
- Create and save Recurring Entry Doc
- Execute Recurring Entry Document
- Post a Parked FI invoice
- Create payment proposal (including edit and block payment)
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ACCOUNTS PAYABLE: Invoice Processing in MM

- Enter Invoice Data and Park
- Adjust Invoice
- Post Invoice
- Reject Invoice
- Enter Invoice Data and Park
- Change Invoice to Park Complete Status and route Invoice
- Check for Proper Approval
- Adjust Invoice if necessary
- Match Disbursements to Cost
- Move Disbursements
- Reverse Invoice & Make Corrections, Re-enter Invoice and Post
- Cancel First Transaction in SAP, Re-enter Invoice
- Cancel Disbursement, Create and Post Credit Memo, Clear Document and Post Corrected Invoice (Discussion only)

ACCOUNTS PAYABLE: Processing Payments through Treasury

- Verify Payment Proposal
- Execute Payment Run
- Post Treasury confirmation

ACCOUNTS PAYABLE: IPAC Processing

- Enter and Process IPAC Transactions and Clear Log
 - o Enter Invoice
 - o Enter Credit Invoice/Clear Invoice Document

ACCOUNTS PAYABLE: Vendor Master

- Create Remit-To Vendor Master
 - o ZHHS
 - o ZEMP
 - o ZPAC
 - o KRED
- Verify and Update Remit-To Vendor Master

- Approve Remit-To Vendor Master
- Block/Unblock Vendor
- Flag Vendor for Deletion
- Update and Verify Bank Master
- Set Flag for Deletion
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ACCOUNTS PAYABLE: Report Generation

- Select Criteria
- Drill down
- Display Layout
- Print and Export a Report
- Run a report in the background
- Running a BW Query from a Web Browser
 - o Select criteria
 - o Filter
 - o Sort
 - o Drill down
 - o Format the report
 - o Save the report as a web page
 - o Export the report to excel